



Office of  
Procurement Services  
Service · Support · Solutions

### REQUEST FOR PROPOSAL

RFP NUMBER: CSP908414  
INDEX NUMBER: OPI062  
UNSPSC CATEGORY: 73151600

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, on behalf of the Ohio Penal Industries (OPI), a Division of the Ohio Department of Rehabilitation and Correction (DRC), is requesting Proposals for:

#### **MINORITY SET-ASIDE BID IN ACCORDANCE WITH ORC CH. 125.081** Packaging and Other Items for Cleaning Products

OBJECTIVE: OPI janitorial manufacturing facility is located at the Southeastern Correctional Institution in Lancaster, Ohio, Fairfield County. The facility currently produces bar soap with fragrances, environmentally safe products, floor care products, general cleaning products, food service products, personal care products, EPA & FDA registered sanitizing and disinfecting products, laundry care, dish washing and all-purpose cleaners and specialty cleaning products. These products are produced through the procurement of raw materials capable of being blended, diluted and/or repackaged for resale. In order to remain marketable and competitive, OPI has invested extensive research and expertise to ensure the fulfillments of the elements of this RFP will continue to enhance its products and marketing while simultaneously increasing work opportunities for offenders and agency revenue.

RFP ISSUED:	November 5, 2013
INQUIRY PERIOD BEGINS:	November 5, 2013
INQUIRY PERIOD ENDS:	November 19, 2013 at 8:00 AM
PROPOSAL DUE DATE:	November 27, 2013 by 1:00 PM

Offeror must submit both a "Technical Proposal" and a "Cost Proposal" as a part of its Proposal package. These are two separate components which shall be submitted in separate sealed envelopes/packages, clearly identified on the exterior as either "Technical Proposal" or "Cost Proposal" with the respective RFP Number and due date on each. Offeror must submit this signed cover page with its technical Proposal.

Submit Sealed Proposals to:

Department of Administrative Services  
Office of Procurement Services  
Attn: Bid Desk  
4200 Surface Road  
Columbus, OH 43228-1395

Note: Please review the [Proposal Instructions](#) on our Web site.

<b>Offeror Name and Address:</b>  _____  _____  _____  _____  E-Mail Address: _____  Phone Number: (        ) _____ - _____, Ext. _____	<b>Name/Title:</b>  _____  _____  Signature: _____  By submitting a response to this RFP, and signing above, Offeror acknowledges, understands and agrees to comply with the RFP requirements and confirms all the instructions and links have been read and understood.
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Attachment A	Bottles, Caps, Trigger Sprayer and Toilet Bowl Pictures
Attachment B	Cube Container System Picture

RFP GLOSSARY OF TERMS

AA:	Affirmative Action
Contractor:	Vendor after Award
CSP:	Competitive Sealed Proposal
DAS:	Department of Administrative Services
EOD:	Equal Opportunity Division
FEI:	Federal Employer Identification
GHS:	Globally Harmonized System of Classification and Labeling of Chemicals
Mandatory:	Must, Will, Shall
MBE:	Minority Business Enterprise
MSDS:	Material Safety Data Sheets
OAC:	Ohio Administrative Code
OAKS:	Ohio Administrative Knowledge System (Ohio's Accounting System)
OBG:	Ohio Business Gateway
Offeror:	Vendor Submitting Proposal
OPS:	Office of Procurement Services
ORC:	Ohio Revised Code
RFP:	Request for Proposal
SDS:	Safety Data Sheets
SOS:	Secretary of State
UNSPSC:	The United Nations Standard Products and Services Code

## 1.0 EXECUTIVE SUMMARY

### 1.1 INTRODUCTION

This is a Request for Competitive Sealed Proposals (RFP) under Section 125.071 of the Ohio Revised Code (ORC) and Section 123:5-1-08 of the Ohio Administrative Code (OAC). The Department of Administrative Services (DAS), Office of Procurement Services, on behalf of the Ohio Penal Industries (OPI), a Division of the Ohio Department of Rehabilitation and Correction (DRC), (the Agency), is soliciting competitive sealed proposals (Proposals) for Packaging and Other Items for Cleaning Products. If a suitable offer is made in response to this RFP, the state of Ohio (State), through DAS, may enter into a contract (the Contract) to have the selected Offeror (the Contractor) perform all or part of the Project (the Work). This RFP provides details on what is required to submit a Proposal for the Work, how the State will evaluate the Proposals, and what will be required of the Contractor in performing the Work.

This RFP also gives the estimated dates on page one, for the various events in the submission process. While these dates are subject to change, prospective Offerors must be prepared to meet them as they currently stand.

### 1.2 CONTRACT PERIOD

Once awarded, the term of the Contract will be from the January 1, 2014 through December 31, 2016. The State may solely renew all or part of this Contract at the discretion of DAS for a period of one month and subject to the satisfactory performance of the Contractor and the needs of the Agency. Any other renewals will be by mutual agreement between the Contractor and DAS for any number of times and for any period of time. The cumulative time of all mutual renewals may not exceed three (3) years and are subject to and contingent upon the discretionary decision of the Ohio General Assembly to appropriate funds for this Contract in each new biennium.

### 1.3 BACKGROUND

Ohio Penal Industries (OPI) is a training program for offenders in manufacturing, service industries, agriculture, private industry/agriculture and public works under the control of the Ohio Department of Rehabilitation and Correction (DRC) located within or outside DRC's institutions. As of 2011, OPI had 24 operations in 16 different locations, 15 of which are prisons. OPI recorded over \$40 million in total sales for FY13 by providing valuable work opportunities to inmates, in an effort to instill meaningful skills and education that will assist them in re-entry and ultimately reduce recidivism for Ohio tax payers. The Southeastern Correctional Institution specializes in the manufacture of high-quality, institutional janitorial, laundry and personal care products.

### 1.4 SCOPE OF WORK

These specifications cover the chemicals used for the packaging and other items for cleaning products at the Ohio Penal Industries (OPI), Janitorial Facility at Southeastern Correctional Institution, 5900 B.I.S. Road, Lancaster, Ohio 43130.

#### A. Categories

This RFP contains three (3) categories:

1. Packaging
  - a. Stretch Wrap Rolls
2. Bottles and Caps
  - a. Pint Bottles
  - b. Quart Bottles
  - c. Gallon Bottles
  - d. Bottle Caps
3. Other Items
  - a. Trigger Sprayer
  - b. 2.5 Gallon Cube Container
  - c. Toilet Bowl Mop

#### B. General Requirements

1. Category 1 - Packaging

Materials of Construction – Packaging and shipping materials shall be of high quality meeting industry standards and suitable for the intended purposes.

2. Category 2 – Bottles and Caps

Material of Construction – High quality detergent grade HDPE or LDPE as specified. These containers will be filled with alkaline or neutral chemical products (shampoo) and the plastic package is to neither cause nor contribute to an undesirable reaction between the contents and the container. Bottles must be flame treated to permit proper silk-screen labeling.

Workmanship – Workmanship is to be of the quality specified herein. Bottles are to be free from marks, blemishes, or other imperfections which distract from their appearance or may impair their serviceability.

Leakage – Bottles and caps must be leak proof. The contractor will be required to replace all the bottles and/or caps, if they are not compatible, at no charge to the State and/or its agencies.

Packages – Gallon containers must be shipped in a brown bulk fiberboard box, 48 and 100 per carton, ECT 275 pound bursting strength with standard printing on it.

Markings – Each carton is to be marked with bulk production lot number so that defective bottles or caps can be identified, if necessary. See Attachment A for pictures of sample products.

### 3. Category 3 – Other Items

Cube Containers – Cube container system consists of pre-assembled Cube Container system (kit). Plastic Cube bottle. 38 mm chemical resistant/detergent grade LDPE, 2.5 gallon/10 liter, inside of snug, die cut, white, 275 lb. crush resistant corrugated fiberboard box, with Tap (Spigot/Faucet), plastic, 38 mm, Cap, white, 38 mm, Dust cover, white, to cover of new cube, unless otherwise specified. Kit must ship with dispensing mechanism retracted and as a flush sided cube. Example product: See Hedwin Cubetainer or equivalent. See Attachment B for pictures of sample products.

Toilet Bowl Mop - Materials and Construction Design of Toilet Bowl Mop must be white PP, copolymer, or other soft, pliable plastic which cannot be filed to a rigid point. Products must be pliable, yet rigid and durable enough to effectively use as intended. Products shall contain no metal.

Additional product requirements are stated in the price pages and/or description. See Attachment A for pictures of sample products.

#### 1.5 CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

DAS procures goods and services through a RFP in a transparent manner and in accordance with the laws of the state of Ohio. All proposals provided to DAS in response to this RFP become records of DAS and as such, will be open to inspection by the public after award unless exempt from disclosure under the Ohio Revised Code or another provision of law.

Unless specifically requested by the State, an Offeror should not voluntarily provide to DAS any information that the Offeror claims as confidential, proprietary or trade secret and exempt from disclosure under the Ohio Revised Code or another provision of law. Additionally, the Offeror must understand that all Proposals and other material submitted will become the property of the State and may be returned only at the State's option. Confidential, proprietary or trade secret information should not be voluntarily included in a Proposal or supporting materials because DAS will have the right to use any materials or ideas submitted in any Proposal without compensation to the Offeror.

See Instructions for further detail.

#### 1.6 REGISTRY OF OFFERORS

DAS will prepare a registry of Proposals containing the name and address of each Offeror. The registry will be on the Office of Procurement Services Web site and open for public inspection after the Proposals are received.

#### 1.7 INSTRUCTIONS

Link to Web site for Instructions is available in Section 5.1.

#### 1.8 REQUIRED REVIEW

Offerors shall carefully review the entire RFP and all the referenced Web links. Offerors shall promptly notify DAS through the inquiry process of any ambiguity, inconsistency, or error they discover. Notifications must be received by the deadline for receipt of questions in the inquiry process.

#### 1.9 NUMBER OF PROPOSALS TO SUBMIT

Offeror must submit one (1) original, completed and signed in blue ink, and six (6) copies for a total of seven (7) Proposal packages. The Offeror must also submit a complete copy of the Proposals on a CD in Microsoft Office (Word, Excel, or Project) 2003 or higher, format and/or PDF format as appropriate.

### 2.0 **EVALUATION OF PROPOSALS**

#### 2.1 MANDATORY REQUIREMENTS

The following Table 1 contains items that are Mandatory Requirements for this RFP.

Determining the Offeror's ability to meet the Mandatory Requirements is the first step of the DAS evaluation process. The Offeror's response must be clearly labeled "Mandatory Requirements" and collectively contained in Tab 2 of the Offeror's Proposal in the "Offeror Required Information and Certification" section.

DAS will evaluate Tab 2 alone to determine whether the Proposal meets all Mandatory Requirements (accept/reject). If the information contained in Tab 2 does not clearly meet every Mandatory Requirement, the Proposal may be disqualified by DAS from further consideration.

2.2 TABLE 1 - MANDATORY PROPOSAL REQUIREMENTS

Mandatory Requirements	Accept	Reject
N/A	N/A	N/A

If the State receives no Proposals meeting all of the mandatory requirements, the State may elect to cancel this RFP.

2.3 PROPOSAL EVALUATION CRITERIA

If the Offeror provides sufficient information to DAS in its Proposal, demonstrating it meets the Mandatory Requirements, the Offeror's Proposal will be included in the next step of the evaluation process which involves the scoring of the Proposal Technical Requirements (Table 3), followed by the scoring of the Cost Proposals. In the Proposal evaluation step, DAS rates the Proposals based on the following listed criteria and the weight assigned to each criterion. The possible points allowed in this RFP are distributed as indicated in the Table 2 - Scoring Breakdown. Each Proposal passing the Mandatory Requirements will be evaluated by an evaluation committee made up of a representative(s) from DAS, Agency team members, and potentially a subject matter expert or an independent consultant.

2.4 TABLE 2 - SCORING BREAKDOWN

Criteria	Maximum Allowable Points
Proposal Technical Requirements	160 Points
Proposal Cost	140 Points
Presentations, Interviews, Demonstrations (if applicable)	100 Points
Total	400 Points

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

2.5 TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0 to 5)	Extended Score
<b>Offeror Profile</b>			
1. The Offeror has a minimum of three (3) years experience in supplying packaging and other items for cleaning products in similar volumes during the last five (5) years for which it is submitting a Proposal.	8		
2. The Offeror demonstrates it has the resources to meet the requirements and deadline of the Project which includes office facilities, financial stability and financial capacity.	2		
3. The Offeror demonstrates it can immediately undertake the tasks of the project.	2		
4. The Offeror has submitted its Proposal in the format and manner specified in this RFP.	2		
<b>Offeror Prior Projects</b>			
1. The Offeror documents, at a minimum, three (3) previous references for jobs similar to this Project.	4		
2. The Offeror documents prior contracting experience with the public sector within the past five (5) years.	2		
<b>Scope of Work</b>			
1. The Offeror thoroughly explains its plan to accomplish the Project Work (Work Plan) incorporating all the deliverables including a complete and clear plan of how all of the requirements specific to this project will be implemented as required by the Scope of Work.	8		
2. The Offeror demonstrates complete understanding of the Scope of Work and deliverables of the RFP.	2		
3. The Offeror identifies any anticipated risks in performing the specified deliverables and proposed solutions to mitigate identified risks.	2		

Total Technical Score: \_\_\_\_\_

Criterion	Weight	Rating (0 to 5)	Extended Score
<b>Presentations, Interviews, Demonstrations (if applicable)</b>			
1. Oral Presentation	10		
2. Product Demonstration	10		

Total Presentation Score: \_\_\_\_\_

In this RFP, DAS asks for responses and submissions from Offerors, most of which represent components of the above criteria. While each criterion represents only a part of the total basis for a decision to award the Contract to an Offeror, a failure by an Offeror to make a required submission or meet a mandatory requirement will normally result in a rejection of that Offeror's Proposal. The value assigned above to each criterion is only a value used to determine which Proposal is the most advantageous to the State in relation to the other Proposals that DAS received.

Once the technical merits of a Proposal are evaluated, the costs of that Proposal will be considered. It is within DAS' discretion to wait to factor in a Proposal's cost until after the conclusion of any interviews, presentations, demonstrations or discussions. Also, before evaluating the technical merits of the Proposals, DAS may do an initial review of costs to determine if any Proposals should be rejected because of excessive cost. DAS may reconsider the excessiveness of any Proposal's cost at any time in the evaluation process.

2.6 COST PROPOSAL POINTS

DAS will use the information Offeror gives on the Cost Summary Form to calculate Cost Proposal Points. DAS will calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Allowable Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror's Proposal. In this method, the lowest cost proposed will receive the maximum allowable points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted Cost Proposal given the maximum number of points possible for this criterion. Other acceptable Cost Proposals will be scored as the ratio of the lowest Cost Proposal to the Proposal being scored, multiplied by the maximum number of points possible for this criterion.

An example for calculating cost points, where Maximum Allowable Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum points, or a total of 50 points.

**Cost Score:** \_\_\_\_\_

2.7 FINAL STAGES OF EVALUATION

The Offeror with the highest point total from all phases of the evaluation (Technical Points + Cost Points) will be recommended for the next phase of the evaluation.

**Technical Score:** \_\_\_\_\_ + **Cost Score:** \_\_\_\_\_ = **Total Score:** \_\_\_\_\_

If DAS finds that one or more Proposals should be given further consideration, DAS may select one or more of the highest-ranking Proposals to move to the next phase. DAS may alternatively choose to bypass any or all subsequent phases and make an award based solely on the Proposal evaluation phase.

2.8 REJECTION OF PROPOSALS

DAS may reject any Proposal that is not in the required format, does not address all the requirements of this RFP, or that DAS believes is excessive in price or otherwise not in the interest of the State to consider or to accept. In addition, DAS may cancel this RFP, reject all the Proposals, and seek to do the Work through a new RFP or by other means.

2.9 FIXED-PRICE WITH ECONOMIC ADJUSTMENT

The contract price(s) will remain firm for the six (6) months duration of the contract. Thereafter, the Contractor may submit a request no more than every 120 days to increase their price(s) to be effective thirty (30) calendar days after approval by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".



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**3.0 COST SUMMARY**

**3.1 SUBMISSION**

The Cost Summary shall be submitted with the Proposal (under separate cover labeled as the Cost Proposal). All prices, costs, and conditions outlined in the Proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for Proposals. No price change shall be effective without prior written consent from DAS, Office of Procurement Services.

The Offeror's total cost for the entire Work must be represented as the firm, fixed price, for a not-to-exceed costs proposed on the Cost Summary Form. All costs for furnishing the services must be included in the Cost Proposal.

**3.2 THE OFFEROR'S FEE STRUCTURE**

The Contractor will be paid as proposed on the Cost Summary after the Agency approves the receipt of product(s)/services and continued completion of all deliverables. All costs must be in U.S. Dollars.

**3.3 REIMBURSABLE EXPENSES**

None: there will be no additional reimbursement for travel or other related expenses. The State will not be responsible for any costs not identified.

**3.4 BILL TO ADDRESS**

Ohio Shared Services  
P.O. Box 182880  
Columbus, OH 43218-2880

Concentrated Janitorial Products, Chemicals, Packaging, other Items for Soap Production and Cleaning Products and Support  
CSP908314  
UNSPSC CATEGORY CODE: 47131800

OFFEROR: \_\_\_\_\_

<u>Description</u>	<u>Category Cost</u>
<b>Category I:</b> Packaging for Cleaning Supplies (from Page 9)	\$
<b>Category II:</b> Bottles and Caps (from Page 10)	\$
<b>Category III:</b> Other Items for Cleaning Products (from Page 11)	\$
<b>Total Not to Exceed Cost</b>	<b>\$</b>

All Offerors who seek to be considered for a contract award must submit the above information in the format specified.

The sum of Categories I, II and III will be used to determine the Not to Exceed Cost used to calculate Cost Proposal Points.

The Original Cost Summary must be included in a separate, sealed envelope/package labeled on the exterior as "Cost Proposal" with the RFP Number and due date.

3.0 COST SUMMARY (continued)

**CATEGORY 1**  
**PACKAGING FOR CLEANING PRODUCTS**

OPI NO.	DESCRIPTION	BRAND NAME	ESTIMATED ANNUAL USAGE	PRICE PER CASE*	EXTENDED COST	QTY PER CASE
010079	Stretch Wrap. Rolls are 1500' feet in length and 12" inches in width. Plastic is 80 gauge and clear in color. Typical Case Qty. is 4 rolls per case. Product shall be suitable for the shipping of finished goods.		40 cases	\$ _____/Case*	\$ _____	4 rolls
<b>Category 1 Total Cost</b>					\$ _____	

**NOTE:** Prices with an asterisk (\*) will be used during the evaluation to determine low lot total for each category by multiplying estimated annual usage by price per case to determine Extended Cost. The sum of Categories I, II and III will be used to determine the Not to Exceed Cost used to calculate Cost Proposal Points.

3.0 COST SUMMARY (continued)

**CATEGORY 2  
BOTTLES AND CAPS**

OPI NO.	DESCRIPTION	BRAND NAME	ESTIMATED ANNUAL USAGE	PRICE PER EACH BOTTLE*	EXTENDED COST	QTY PER CASE	PRICE PER CASE
010160	Bottles, 16 oz., Cylindrical Style, squeezable, base diameter of approx. 2.3" inches, and height of approx. 7.9" inches, HDPE, 28-410 neck finish, Natural color. Weight 30 grams (± 2 grams) per bottle. Resin: Grade: Formosa 5202BN. Bottle shall be flame treated to permit silk-screen labeling.		1000 bottles	\$ _____/bottle*	\$ _____	142	\$ _____/case
010065	Bottles, 32 oz., Handled 1 Quart, Cylindrical Style, base diameter of approx. 3.4" inches, and height of approx. 10.3" inches. HDPE, 28-410 neck finish, Natural color. Weight 50 grams (±2 grams) per bottle. Resin: Grade: Formosa 5202BN. Bottle shall be flame treated to permit silk-screen labeling.		112,000 bottles	\$ _____/bottle*	\$ _____	100	\$ _____/case
20064	Bottles, Handled 1 Gallon, Industrial Round, base diameter of approx. 6" inches, and height of approx. 12" inches. HDPE, 38-400 neck finish, Natural color. Weight 120 grams (± 5 grams) per gal. container. Resin: Grade: Chevron 9503 H. Bottle shall be flame treated to permit silk screen labeling.		58,000 bottles	\$ _____/bottle*	\$ _____	48	\$ _____/case

OPI NO.	DESCRIPTION	BRAND NAME	ESTIMATED ANNUAL USAGE	PRICE PER EACH CAP*	EXTENDED COST	QTY PER CASE	PRICE PER CASE
010070	Caps, White Polypropylene Polyseal Closure with F-217 liner to fit the 16 oz. and 32 oz. quart bottles.		3,500 caps	\$ _____/cap*	\$ _____	3,100	\$ _____/case
010069	Caps, White Polyethylene Flip Top, Dispensing Closure, Orifice 0.25 to fit 16 oz. and/or 32 oz. bottles.		62,000 caps	\$ _____/cap*	\$ _____	1,150	\$ _____/case
010067	Caps, White Polypropylene non child resistant closure with F-217 liner to fit the gallon container. Size: 38-400		42,000 caps	\$ _____/cap*	\$ _____	3,100	\$ _____/case

**Category 2 Total Cost**

\$ \_\_\_\_\_

**NOTE:** Prices with an asterisk (\*) will be used during the evaluation to determine low lot total for each category by multiplying estimated annual usage by price per each bottle/cap to determine Extended Cost. The Offeror is to provide Price Per Case should the State elect to order cases. The sum of Categories I, II and III will be used to determine the Not to Exceed Cost used to calculate Cost Proposal Points.

3.0 COST SUMMARY (continued)

**CATEGORY 3  
OTHER ITEMS FOR CLEANING PRODUCTS**

OPI NO.	DESCRIPTION	BRAND NAME	ESTIMATED ANNUAL USAGE	PRICE PER EACH*	EXTENDED COST	QTY PER CASE	PRICE PER CASE
010073	Trigger sprayer. Sprayer must be adjustable, capable of delivering an infinitely variable and consistent spray ranging from a powerful stream to a fine mist. Screw cap must have standard 28 mm thread. Sprayer must be high quality and made of durable plastic with no sharp surfaces. Sprayer must have a flexible dip tube measuring 9-1/4" inches length with coarse pickup strainer. Size: 28-410. Color: white. Example products: Impact Products Model 6900 Smazer, Continental-AFA special M5910, or equivalent.		6,000 each	\$_____/ea*	\$_____	250	\$_____/case

OPI NO.	DESCRIPTION	BRAND NAME	ESTIMATED ANNUAL USAGE	PRICE PER EACH*	EXTENDED COST	QTY PER CASE	PRICE /EACH W/ MIN. QTY.
010160	Pre-assembled Cube Container system (kit). Plastic Cube bottle. 38 mm chemical resistant/detergent grade LDPE, 2.5 gallon/10 liter, inside of snug, die cut, white , 275 lb. crush resistant corrugated fiberboard box, with Tap (Spigot/Faucet), plastic, 38 mm, Cap, white, 38 mm, Dust cover, white, to cover of new cube, unless otherwise specified. Kit must ship with dispensing mechanism retracted and as a flush sided cube. Example product: See Hedwin Cubetainer or equivalent.		2,000 each	\$_____/ea*	\$_____	_____	\$_____/ea  Min. Qty.: _____

OPI NO.	DESCRIPTION	BRAND NAME	ESTIMATED ANNUAL USAGE	PRICE PER EACH*	EXTENDED COST	QTY PER CASE	PRICE /EACH W/ MIN. QTY.
010072	Toilet Bowl Mop must be constructed of a yarn impervious to acids properly affixed to a linear plastic handle. (i.e. polyethylene, polypropylene) The approximate overall length shall be no more than thirteen inches (13"). The preferred color is White or Natural Earth Tone colors.		2,000 each	\$_____/ea*	\$_____	_____	\$_____/ea  Min. Qty.: _____

**Category 3 Total Cost**

\$\_\_\_\_\_

**NOTE:** Prices with an asterisk (\*) will be used during the evaluation to determine low lot total for each category by multiplying estimated annual usage by price per each to determine Extended Cost. The Offeror is to provide Price Per Case should the State elect to order cases. The sum of Categories I, II and III will be used to determine the Not to Exceed Cost used to calculate Cost Proposal Points.

#### 4.0 AWARD OF THE CONTRACT

##### 4.1 CONTRACT AWARD

DAS intends to award the Contract based on the schedule in the RFP, if DAS decides the Work is in the best interests of the State and has not changed the award date.

DAS expects the Contractor to commence the Work upon receipt of a state issued purchase order. If DAS awards a Contract pursuant to this RFP and the Contractor is unable or unwilling to commence the Work, DAS reserves the right to cancel the Contract and return to the original RFP process and evaluate any remaining Offeror's Proposals reasonably susceptible of being selected for award of the Contract. The evaluation process will resume with the next highest ranking, viable Proposal.

##### 4.2 CONTRACT

If this RFP results in a Contract award, the Contract will consist of this RFP including the Terms and Conditions, all forms, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the Contractor's Proposal. It will also include any materials incorporated by reference in the above documents and any purchase orders and amendments issued under the Contract. The general terms and conditions for the Contract are contained in the following link:

<https://procure.ohio.gov/Zip/5.3%20Terms%20and%20Conditions.pdf>

If there are conflicting provisions between the documents that make up the Contract, the order of precedence for the documents is as follows:

1. The one-page Contract Signature Page, Form 5.2.2
2. The RFP, as amended, including the Terms and Conditions;
3. The documents and materials incorporated by reference in the RFP;
4. The Executive Order. EO2011-12K incorporated by reference in the RFP;
5. The Contractor's Proposal, as amended, clarified, and accepted by the State; and
6. The documents and materials incorporated by reference in the Contractor's Proposal.

Notwithstanding the order listed above, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If they do so expressly, then the most recent amendment will take precedence over anything else that is part of the Contract.

#### 5.0 LINKS

To be applicable to all Proposals and subsequent award(s), including sections named below:

##### 5.1 Instructions

- 5.1.1 Proposal Instructions
- 5.1.2 Evaluation of Proposals
- 5.1.3 Proposal Format & Documentation Required

##### 5.2 Forms

- 5.2.1 Offeror Required Information
- 5.2.2 Contract Signature Page
- 5.2.3 Offeror Profile
- 5.2.4 Offeror Prior Projects
- 5.2.5 Offeror's Candidate References
- 5.2.6 Offeror's Candidate Education, Training, Experience
- 5.2.7 Offeror Performance Form
- 5.2.8 Contractor/Subcontractor Affirmation and Disclosure

##### 5.3 Terms and Conditions

- 5.3.1 Performance and Payment
- 5.3.2 Work and Contract Administration
- 5.3.3 Ownership & Handling of Intellectual Property & Confidential Information
- 5.3.4 Representations, Warranties and Liabilities
- 5.3.5 Acceptance and Maintenance
- 5.3.6 Construction
- 5.3.7 Law & Courts

5.4 Additional Resources

EOD Reporting	<a href="http://eodreporting.oit.ohio.gov/searchEODReporting.aspx">http://eodreporting.oit.ohio.gov/searchEODReporting.aspx</a>
Office of Budget and Management	<a href="http://obm.ohio.gov/LandingPages/Vendor/default.aspx">http://obm.ohio.gov/LandingPages/Vendor/default.aspx</a>
Office of Procurement Services	<a href="http://procure.ohio.gov/proc/index.asp">http://procure.ohio.gov/proc/index.asp</a>
Ohio Shared Services	<a href="http://www.ohiosharedservices.ohio.gov/Home.aspx">http://www.ohiosharedservices.ohio.gov/Home.aspx</a>
Ohio Business Gateway	<a href="http://business.ohio.gov/">http://business.ohio.gov/</a>
Ohio Secretary of State	<a href="http://www.sos.state.oh.us/SOS/Businesses.aspx">http://www.sos.state.oh.us/SOS/Businesses.aspx</a>
Ohio Penal Industries	<a href="http://www.opi.state.oh.us/opi/oos/welcomemenu.aspx">http://www.opi.state.oh.us/opi/oos/welcomemenu.aspx</a>

All links are subject to change in accordance with state of Ohio laws, Ohio Revised Code, Ohio Administrative Code, Executive Orders or any other updates issued by the state of Ohio, Department of Administrative Services, and the Office of Procurement Services. It is the Offeror's responsibility to read and be aware of any changes, corrections, updates or deletions to any information included in the link(s) above.



## 6.0 GUIDE FOR PROPOSAL SUBMISSION

This guide outlines steps for submission of a Proposal in response to the advertised Request for Proposal. This guide does not contain the complete instructions for preparing and submitting a Proposal and anything stated herein shall not be considered a term or condition of the Contract. The complete instructions can be found in section 5.1.1, Proposal Instructions.

- 6.1 \_\_\_\_\_ Read the entire document, including all Web site links. Note critical items such as: Mandatory Requirements; goods or services required, submittal date and time; number of copies to submit; contract requirements; reporting requirements; minimum qualifications; read and understand the terms and conditions.
- 6.2 \_\_\_\_\_ Take advantage of the “question and answer” period specified in the schedule of events. Questions must be submitted on-line in the Inquiry Process as explained in the Instructions. See section 5.1.1, Proposal Instructions.
- 6.3 \_\_\_\_\_ Follow the format required in the RFP Instructions when preparing the response in chronological order. Provide point-by-point responses to all sections in a clear and concise manner. See section 5.1.3, Proposal Format & Documentation Required.
- 6.4 \_\_\_\_\_ Use the forms provided; i.e. Signed RFP Cover Page, Offeror Required Information, Contract Signature Page, Offeror Profile and Prior Projects, Key Personnel forms, Disclosure Form, and Cost Summary Form, See section 5.2, Forms.
- 6.5 \_\_\_\_\_ Provide complete answers/descriptions. Do not assume the State or any evaluation committee member will know what the Offeror’s capabilities are or what items/services the Offeror can provide, even if previously contracted with the State. The Proposals are evaluated based solely on the information and materials provided in the Offeror’s response.
- 6.6 \_\_\_\_\_ Check the State’s Web site for RFP addenda. It is the responsibility of the Offeror to be aware of additional information posted on the Web.
- 6.7 \_\_\_\_\_ The following documents may be submitted with the Proposal or within five (5) business days of request from the Office of Procurement Services: Affirmative Action and proof of insurance. No award will be made without this documentation. Offeror’s Proposal may be eliminated from further consideration upon failure to submit within the specified time frame
- 6.8 \_\_\_\_\_ If not a current vendor of the state of Ohio, the Offeror will download both the W-9 and Vendor Information Form and submit to Ohio Shared Services (OSS) at [vendor@ohio.gov](mailto:vendor@ohio.gov). See section 5.4, Additional Resources.
- 6.9 \_\_\_\_\_ Review and read the RFP Document again to make sure that you have addressed all requirements. Read and understand Supplements, if applicable. Offeror’s original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and used to score the response.
- 6.10 \_\_\_\_\_ Offeror’s response must be submitted on time. Late Proposals are never accepted. Make sure the response is labeled on the exterior of the envelope/package with the RFP# and due date, and whether the packet is for the Technical Proposal or the Cost Proposal. Do not place the Cost Proposal in the Technical Proposal.